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From the Desk of the Director

by Gloria Sochon

Welcome to the latest edition of *Federal Acquisition Insight*! As the fiscal year comes to a close, we prepare for the coming one with news about opportunities and emerging developments in the acquisition arena:

The Integrated Acquisition Environment takes a step forward with a single entry point for contractors' business information.

Congress' consideration of the Services Acquisition Reform Act potentially brings significant changes in government acquisition and workforce management.

October is National Disability Employment Awareness Month and the opportunity to celebrate and learn more about the Javits-Wagner-O'Day programs.

Conferences, internships, and seminars provide seasoned and developing acquisition professionals industry news and training.



FAC 2003 was an opportunity to gain important acquisition updates

The White House "Closing the Circle" awards highlight innovative efforts to support green purchasing.

At FAI, we plan to bring you more useful information and tools. The new look of the newsletter is just the start. Let us know what you think and how we can improve our service to you. ■

Central Database Provides Single Entry for Contractor Information

by Judy Steele, US General Services Administration

The Department of Defense's Central Contractor Registration (CCR) database provides a single entry point for contractors' required business information, such as their contact information, products and services, payment information, and Data Universal Numbering System (DUNS) number. This governmentwide database is part of the Business Partner Network (BPN), an e-government initiative developed under the Integrated Acquisition Environment.

A pending Federal Acquisition Regulation (FAR) change will require contractors to register their business information in the CCR and contracting officers to verify that registration before contract award. Most contracts, agreements, and orders that extend beyond September 30, 2003, will have to be modified to include CCR clauses; exceptions will be detailed in the FAR clause. Contracting and finance officers will use the CCR to access contractor information, such as for processing payments. Contractors are responsible for the accuracy of the data in the CCR and will be required to maintain their records in it.

Contracting officers should encourage all vendors and contractors to register on the CCR as soon as possible. This process involves the contractor first obtaining a DUNS number (Dun and Bradstreet's 9-digit business identification number) if they don't already have one and visiting www.ccr.gov. An online handbook on using the CCR is provided on the website.

For more information on the CCR, contact Gayle Messick of the US General Services Administration's (GSA) Intellectual Capital Management Division at gayle.messick@gsa.gov or (202) 501-2980. ■

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National Disability Employment Awareness Month is Opportunity to Raise JWOD Awareness

by Annmarie Hart Bookbinder, Javits-Wagner-O'Day Program

October is National Disability Employment Awareness Month and a time to celebrate the Javits-Wagner-O'Day (JWOD) Program to recognize the individuals within the agencies who support the JWOD Program and learn more about how JWOD capabilities meet federal procurement needs. Federal employees can consider a number of different activities to recognize the JWOD Program, in October and throughout the year.

Created in 1938, the JWOD Program is a unique federal procurement program that employs nearly 40,000 Americans who are blind or have other severe disabilities. The JWOD Program uses the purchasing power of the federal government to buy quality products and services at a fair market price from participating, community-based, nonprofit agencies dedicated to training and employing individuals with disabilities. As a result of this program, thousands of people can lead more productive and independent lives.

According to President Bush, "All of our citizens should have the opportunity to live and work with

dignity and freedom. Every October, we observe National Disability Employment Awareness Month, to recognize the talents, skills, and dedication of disabled Americans who are a vital part of our workforce."

Not only are people who are blind or have other severe disabilities a vital part of the American workforce; under the JWOD Program, they are also essential suppliers of SKILCRAFT® and other JWOD products and services to the federal government and US Armed Forces. These include office supplies, such as pens and notepads, military items, such as chemical protective suits and first aid kits, food items that support government international relief feeding programs, and services, such as janitorial/custodial, food services, call center operations, and digital imaging.

If you are interested in planning a JWOD celebration during National Disability Employment Awareness Month, please contact the JWOD Program at jwodworks@jwod.gov or visit www.jwod.gov for more information.

Over 880 Professionals Attend Federal Acquisition Conference 2003 First Annual Award Dinner Recognized Outstanding Team and Individual Achievements

The third annual Federal Acquisition Conference, "Transforming Our Federal Acquisition Workforce for 21st Century Challenges," was a success with close to 900 attendees. The General Services Administration, Department of Defense, the Procurement Executives Council (now the Federal Acquisition Council), the Planning Committee, and Jeritta Parnell were the key organizers and sponsors of the event, which was held June 12-13, 2003, in Tysons Corner, Virginia, and June 17-18, 2003, in Huntsville, Alabama.

For the general session, keynote speakers led panel discussions and delivered speeches on their future visions and thoughts on preparing for changes affecting the acquisition process and community. For the workshop sessions, attendees selected from three program tracks: Building Strategic and Successful Partnerships, Applying Innovative Acquisition Techniques, and Increasing Our Acquisition Knowledge. Workshop presenters facilitated training on Small Businesses and Federal Procurement, Section 803, Performance-Based Contracting, and E-Gov Initiatives. Event exhibitors included government agencies UNICOR and NISH, as well as associations and industry representatives.

The first annual Federal Acquisition Conference Awards Dinner was held on Thursday, June 12, 2003, at the Sheraton Premier Hotel as part of the Tyson's Corner event, to recognize acquisition professionals' outstanding accomplishments. Charles Bright, a U.S.



Interagency Working Teams received an Award for Excellence

Air Force civilian employee, received the *Ida Ustad Award for Excellence in Acquisition*, a \$5,000 award given annually by GSA to a government employee who embodies the "contract specialist as business leader/advisor" concept. Mr. Bright received this award for his significant support to the global war on terrorism, particularly, his work on the contract to equip the command's MH-53M helicopters with a needed defensive system.

The Procurement Round Table presented the *Elmer B. Staats Young Acquisition Professional Excellence Award* to Nancy Gunderson, Pentagon Renovation Project (PENREN). This \$5,000 award is given to a young federal acquisition professional who made significant contributions to acquisition operations or policy. Ms. Gunderson received this award for her critical role in PENREN and for efficiently and effec-

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Training Opportunities

Program Spotlight: Acquisition Management Intern Program

The Governmentwide Acquisition Management Intern Program is a two-year program designed to develop a cadre of federal government contract specialists into skilled procurement professionals and future government business leaders. It not only attracts a diverse group of new federal employees, but also helps retain talented individuals by investing in their professional development.

The program is administered by DOI University, a component of the US Department of the Interior, with significant participation in the screening and interviewing process by the sponsoring agencies. This program is focused on federal employee training and career development and incorporates both technical training and experiential learning. Program interns complete four six-month rotational assignments through which they work with acquisition professionals and attend high-level meetings in sponsoring agencies.

They also receive a minimum of 240 hours of core technical training and at least 80 hours of non-technical training, including courses such as contract administration, cost and price analysis, project management, and presentation skills.

Program vacancies are at the GS 5/7 and 9 levels and meet both Department of Defense and civilian agency qualification standards. Upon completion of the two-year training program, the trained acquisition professionals are guaranteed a permanent placement in one of the program's sponsoring agencies with full performance potential to the GS-12 level.

If you would like additional information on the Governmentwide Acquisition Management Intern Program, please contact Cori Sabet, Program Manager, at (202) 219-2213 or via e-mail at corinne_c_sabet@nbc.gov. ■

Lunchtime Learning Series Discusses Circular A-76 Rewrite and Impacts on Acquisition

FAI and the Defense Acquisition University's (DAU) most recent Lunchtime Learning Series event, held on Wednesday, August 20, in the GSA National Capital Region building in Washington DC, reviewed the most recent revisions to the Office of Management and Budget (OMB) Circular A-76.

Seminar speaker Bill McQuaid, Senior Program Analyst, OMB, opened the session by describing the revisions and explaining how they relate to each initiative in the President's management agenda.

Speakers Annie Andrews, Assistant Director for Competitive Sourcing & Privatization, Department of Defense, and Barbara Stearrett, Competitive Sourcing Team Lead, Environmental Protection Agency, led an interactive session that discussed the definition of competitive sourcing and which functions are inherently governmental in nature. Audience questions covered a range of topics, including the need for training to prepare federal employees to manage the acquisition process and to better prepare themselves to compete to retain work.

The next Lunchtime Learning Seminar will be held in October. For more information on the Lunchtime Learning Seminar series or to receive a copy of the seminar handouts, contact Julie Gummo at (202) 501-0053 or julie.gummo@gsa.gov. ■

Styles Leaves Office of Federal Procurement Policy (OFPP) to Rejoin DC Law Firm

Angela Styles, Administrator for Federal Procurement Policy, leaves OFPP September 15, 2003, to practice government contract law at the Washington, DC-based firm Miller & Chevalier.

Administrator Styles was nominated for the OFPP post on April 23, 2001, and confirmed by the Senate on May 24, 2001. One of her initiatives during her tenure was leading a major rewrite of OMB Circular A-76 on competitive sourcing.

Robert Burton, OFPP Associate Administrator for Acquisition Policy, will serve as acting Administrator. ■

Federal Acquisition Conference 2003 (continued from page 2)

tively transforming telecommunications and construction projects from concepts to contract awards.

Following the award dinner, the USO World Headquarters group, the "Liberty Belles," entertained the attendees with a live performance.

The 2004 Federal Acquisition Conference and Expo will be held in the Washington, DC metro area and another location to be decided. FAI thanks the conference organizers, sponsors, and attendees for their support and contributions, and looks forward to the 2004 event. If you have any suggestions or questions about this conference series, please contact joanne.shore@gsa.gov. ■

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Federal Facilities Receive "Green" White House Awards

by Dana Arnold, Office of the Federal Environmental Executive

The Office of the Federal Environmental Executive presents annual White House "Closing the Circle" awards to individuals and federal facilities whose programs promote waste prevention, recycling, green purchasing, and the use of environmental management systems. This year's awards cover three green purchasing categories: affirmative procurement (i.e., buying recycled content products), environmentally preferable purchasing, and bio-based products. The winners demonstrated exemplary innovation and a willingness to try new products or services to promote successful green purchasing. Any individual, team, or federal facility can submit a nomination for a White House "Closing the Circle" Award. For more information on the nomination process, visit www.ofee.gov.

The following are the 2003 White House Closing the Circle Award winners and their respective award categories:

Affirmative Procurement

Federal requirement: Use US Environmental Protection Agency-designated recycled content products and develop affirmative procurement programs for purchasing these items (Resource Conservation and Recovery Act and Executive Order 13101).

Wright-Patterson Air Force Base met the Department of Defense and Air Force goal of 100 percent procurement of recycled content products and increased its purchase of bio-based, less toxic, and energy- and water-efficient products. The base identified 185 recycled content product suppliers, purchased more than 109,000 reams of recycled content paper, replaced virgin engine oil and paper with re-refined motor oil and 30 percent post-consumer content paper, and changed its online ordering system to only allow procurements of recycled content paper.

For more information: Ronald Lester, Ronald.Lester@wpafb.af.mil, (937) 257-5627 ext. 220.

Jim Behrmann, US Fish and Wildlife Service, coordinated monthly meetings with the General Services and Engineering and Contracting divisions, initiated the use of 100 percent postconsumer recycled content paper at the regional office and in 20 field stations; provided funding to field stations for rerefined oil purchases; provided funds to a South Dakota refuge residence for purchasing recycled plastic shingles; and encouraged the use of recycled plastic lumber at 20 other projects in the region.

For more information: Jim Behrmann, jim_behrmann@fws.gov, (303) 236-8116, ext. 279.

Environmentally Preferable Purchasing

Federal requirement: Preferable purchasing of products or services that have a lesser or reduced impact on human health and the environment than other products (Executive Order 13101).

The Naval Facilities Engineering Service Center, Naval Base Ventura County, found a cost-effective, environmentally preferable, in-situ "biobarrier" treatment for groundwater contaminated with methyl tertiary-butyl ether (MTBE) and other fuel contaminants. The treatment system removes 99.9 percent of MTBE, benzene, hydrocarbons, and tertiary butyl alcohol. In addition to its environmental benefits, it realizes long-term MTBE treatment cost savings of about \$30 million, and anticipated cost savings in annual Navy site operating costs, which are currently about \$400.000.

For more information: Karen Miller, millerkd@nfesc.navy.mil, (805) 982-1010.

The Committee for Purchase from People Who Are Blind or Severely Disabled (a Javits-Wagner-O'Day, or JWOD, program) improved indoor air quality for 90,000 federal employees and provided safer products to over 1,300 disabled workers through partnering with federal agencies on disabled employment, janitorial supply companies, and community rehabilitation programs.

The partnership promoted safer cleaning products, resulting in the reduction of eye and skin irritations and the amount of toxic chemicals discharged into sewer systems. In addition, federal janitorial contractors received green cleaning training, which focused on products meeting the Green Seal's standard for environmental life cycle management of janitorial products. Federal buildings now cleaned with "green" cleaners include the Pentagon, the Department of the Interior, and the US Environmental Protection Agency.

For more information: Heather Davies, Heather Davies@ios.doi.gov, (202) 208-7884.

The Agricultural Research Service's Water Management Research Laboratory developed a closed, drip fumigation method to replace the traditional process for fumigating soil with methyl bromide, an ozone depleting substance. The method uses plastic mulch and has dramatically reduced emissions of methyl bromide and created a safer work environment for field

IPCMC's Summer Meeting Features Program and System Updates

The Interagency Procurement Career Management Committee (IPCMC) met on June 26, 2003, at the GSA Central Office with 10 agencies in attendance.

Following introductions, Gloria Sochon, FAI Director, announced that the Federal Acquisition Council (FAC) will establish a Board of Directors for FAI. Gloria plans to work with the FAC Human Capital Working Group Chair, Tom Luedtke of NASA, to coordinate important acquisition workforce initiatives.

GSA's Acquisition Career Management Information System (ACMIS) Program Administrator, Patrick Witham, provided an update on their system rollout. As the first agency to implement ACMIS, GSA gathered lessons learned, which Patrick shared with the group. IPCMC members voiced appreciation to Patrick and GSA for offering best practices that will assist them with the implementation of ACMIS in their agencies.

Joanne Shore, FAI, who manages ACMIS governmentwide, continued the discussion with a review of system enhancements that will be released in October 2003, to make ACMIS more user-friendly. FAI's goal for FY 04 is to have 17 agencies using the

system. For more information about ACMIS, contact Joanne Shore via e-mail at joanne.shore@gsa.gov.

Michelle Heelan, FAI, gave a presentation on the status of the COTR and Contract Specialist competencies. She discussed how she conducted a series of telephone interviews and facilitated focus groups in order to validate the competencies. This information will be important as FAI updates the Training Blueprints and online courses, such as "COR Mentor." IPCMC members recognized the importance of training and have agreed to schedule a meeting to evaluate the courses.

The final topic was the migration of the FAI online university to Gov Online Learning Center (www.golearn.gov). Debbie Kochubka, FAI, gave a presentation on FAI Online Today and its future. She talked about the process of assessing current FAI courses and identifying potential courses, which is another agenda topic that IPCMC members will add to the training meeting agenda.

For meeting minutes or additional information on the IPCMC, contact Gloria Sochon at (202) 208-6726 or gloria.sochon@gsa.gov. ■

"Green" White House Awards (continued from page 4)

workers. Several manufacturers have received federal permission to adopt this method.

For more information: Robert Matteri, rmatteri@pw.ars.usda.gov, (510) 559-6063.

Sonja Capek, National Park Service, Pacific West Region, developed an environmental purchasing handbook for 40 Pacific West Region procurement officers and project managers. The handbook serves as a comprehensive resource for green purchasing and includes federal requirements, purchasing principles, an affirmative procurement plan, and Federal Acquisition Regulation considerations.

Ms. Capek also prepared the "Green Janitorial Products and Practices Guide" on non-toxic products, vendor sources, and Green Seal standards, and the "100+ Best Management Practices Guide" on improved environmental practices in the region. She has also trained outside agencies on environmental purchasing and maintains a help line for questions on environmental preferability practices.

For more information: Sonya Capek, sonya_capek@nps.gov, (206) 220-4271.

Bio-Based Products

Federal requirements: The US Department of Agriculture must designate bio-based products for federal

purchase (Farm Security and Rural Investment Act of 2002).

The Defense Energy Support Center (DESC) helped promote greater federal use of bio-based fuels biodiesel and ethanol, which resulted in federal consumption of close to 6 million gallons annually over three years. DESC also partnered with the Department of Energy (DOE) and the Navy on developing a technical standard for a blend of bio-diesel and conventional diesel known as B20 and a procurement clause on B20's requirements in the absence of a commercial specification, which is now used by state and local governments and diesel engine manufacturers.

For more information: Mark Iden, miden@desc.dla.mil, (703) 767-9304.

Beltsville Agricultural Research Center (BARC) has consistently expanded the use of biobased products in its operations over the past four years and has become a model for the implementation of biobased products at a federal facility. BARC partnered with DESC to successfully supply BARC's fleet with B20 biodiesel fuel. The Center has also expanded biodiesel use in other equipment and regularly uses a variety of other biobased products, such as biobased oils, lubricants, soy-backed carpets, and cleaning materials.

For more information: David A. Prevar, prevard@ba.ars.usda.gov, (301) 504-5557. ■

Congress Poised to Pass the Services Acquisition Reform Act (SARA)

Acquisition Industry Anticipates Sweeping Changes to Federal Procurement

by Christopher Yukins, Associate Professor, and Michael Weinstein, Masters candidate, George Washington University Law School

When Congress returns from its summer recess, it is expected to pass the Services Acquisition Reform Act (SARA) as part of the National Defense Authorization Act for FY 04 (HR 1588). The SARA legislation passed the House on May 22, 2003.

SARA, which was originally introduced by Representative Tom Davis (R-VA), has enjoyed broad support from the contractor community. While some provisions of the bill have raised concerns in government—the Office of Management & Budget, for example, has voiced strong reservations regarding the overuse of time and materials contracting for services—SARA has been seen as a welcome step forward in procurement reform.

The SARA legislation currently includes the following key provisions:

Section 1412: Would establish an Acquisition Workforce Training Fund to finance education and training programs for acquisition officials within civilian executive agencies. Executive agencies, excluding the Department of Defense, would be required to remit to the fund five percent of the administrative fees collected at the end of each fiscal quarter on governmentwide task and delivery order contracts, governmentwide contracts for information technology, and GSA multiple-award schedules.

The GSAAdministrator would manage the fund through the Federal Acquisition Institute and ensure the fees collected were used solely for education and training purposes. These funds would be in addition to those appropriated for education and training. The Department of Defense would be exempt from this provision.

Section 1413: Would establish an Acquisition Workforce Recruitment Program to enable the heads of executive agencies and the Secretary of Defense to directly appoint qualified individuals to acquisition positions under the following conditions:

- A. The head of the agency or Secretary of Defense determined that there was a shortage of individuals in such positions;
- B. The individuals to be appointed met specified qualifications; and
- C. The appointments complied with the direct recruitment policies established by the Office of Personnel Management (OPM).

The authority to make such appointments would end September 30, 2007. The Office of Federal Procurement Policy (OFPP) Administrator would be required to submit a report to Congress no later than March 31, 2007, on the program's effectiveness in attracting highly qualified individuals.

Section 1414: Would require the OFPP Administrator, in consultation with the Secretary of Defense, GSA Administrator, and OPM Administrator, to develop and implement a plan to assure that the government maintains the capability to effectively contract architect and engineering services. The proposed legislation does not authorize the hiring of additional government employees.

Section 1421: Would establish a non-career position of Chief Acquisition Officer (CAO) within each executive agency, other than the Department of Defense, to ensure that the agency's mission was achieved through its acquisition activities.

The CAO's functions would include monitoring and evaluating acquisition activities based on applicable performance measurements, increasing the use of full and open competition, ensuring that acquisition decisions were made consistent with law, establishing clear lines of authority, accountability, and responsibility for acquisition decision making, developing and maintaining an acquisition career management program, and assessing acquisition personnel capabilities and developing strategies and plans for hiring, training, and professional development.

Section 1422: Would establish a Chief Acquisition Officers Council consisting of the Deputy Director for Management of OMB, as the Chair, OFPP Administrator, Chief Acquisition Officers from each agency, the Under Secretary of Defense for Acquisition, Technology, and Logistics, and any other Chair designee.

The Council would develop recommendations for OMB on acquisition policies and requirements, assist the OFPP Administrator in identifying, developing, and coordinating multi-agency and other innovative acquisition initiatives, promote effective business practices to ensure timely delivery of best value products and services, and work with OPM to assess and address the hiring, training, and professional development needs of the acquisition workforce

Section 1423: Would require the OFPP Administrator to establish an Advisory Panel to review acquisition laws and regulations with a view toward ensuring greater use of commercial practices and performance-based contracting, as well as enhancing the performance of acquisition functions across agency lines and the use of governmentwide contracts.

The panel would consist of at least nine experts in acquisition law and policy from the public and private sector.

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Congress Poised to Pass SARA (continued from page 6)

Section 1426: Would reauthorize the federal Government's franchise funds until October 1, 2006.

Section 1427: Would authorize an agency-level protest process within the Department of Defense and the civilian executive agencies. This process would be optional and would not affect the ability to seek redress from GAO or the Court of Federal Claims.

Based on this section, an agency could not award a contract prior to resolving a protest filed by an interested party unless the head of the acquisition activity made a written finding that urgent and compelling circumstances required award. In addition, an agency would be required to stay contract performance if an interested party filed a protest before the later of 10 days after contract award or five days after a debriefing.

The head of the acquisition activity could override the stay as previously stated. An agency would be required to decide a protest within 20 working days of filing. The definition of "protest" and "interested party" would be the same as applicable to GAO protests.

There would be an automatic stay of performance of the contract if a follow-on GAO protest were filed within five days of the issuance of the agency's decision in the agency-level protest.

Section 1428: Would increase the threshold from \$85,000 to \$300,000 for a participation incentive for small business concerns in acquisitions for architectural and engineering services (10 U.S.C. § 2855(b)).

Section 1429: Would authorize telecommuting during contract performance. This would require the FAR to be amended to provide that solicitations for contracts should not contain any requirement that would penalize contractors based on inclusion of a plan to permit its employees to telecommute unless the contracting officer made a written determination that such a requirement was necessary to meet the agency's needs.

Section 1431: Would authorize agencies to include options in service contracts so that the contracts could be extended for exceptional performance, as measured by standards included in the contract.

Section 1441: Would authorize performance-based service contracts and performance-based task orders to be treated as procurements for commercial items if each contract or task order were defined in terms of measurable outputs and the contractor provided similar services to the general public.

This would require the OFPP Administrator to establish a Center of Excellence to assist acquisition officials in identifying service contracting best practices.

Section 1442: Would explicitly authorize the use of "time & materials" and "labor hour" contracts for the acquisition of commercial services under FAR Part 12 that are commonly sold to the general public through such contracts.

Section 1443: Would amend the definition of a commercial item to clarify that a commercial service is a service of a type customarily used by the general public and sold in substantial quantities.

Section 1444: Would authorize federal agencies to treat products and services from "commercial entities" as procurements of commercial items. A commercial entity would be any enterprise for which at least 90 percent of its sales during the past three business years were to the private sector.

Section 1451: Would authorize the heads of civilian executive agencies to enter into transactions, other than contracts, cooperative agreements or grants, or prototype projects for basic, applied, or advanced research and development necessary to facilitate the defense against terrorism. Approval from OMB would be a prerequisite to exercising such authority.

Section 1452: Would authorize OFPP Administrator to increase the simplified acquisition threshold every five years for inflation to an amount equal to \$100,000 in constant 2003 dollars.

Section 1453: Would prohibit OMB from establishing or enforcing quotas with respect to the number of federal employees that should be subject to public-private competition under OMB Circular A-76.

Section 1454: Would make Cost Accounting Standards and the Truth in Negotiations Act (TINA) applicable to sole-source procurements for commercial items (products and services) in excess of \$15 million.

Section 1455: Would require public disclosure on contracts for maintenance, repair, or construction of Iraqi infrastructure awarded without full and open competition. The head of the agency would be required to publish a notice within 30 days of award in the Federal Register (FedBizOpps) containing the value and scope of the contract, a discussion on how solicited offers were evaluated, and a copy of the justification and approval required for non-competitive procedures.

Section 1456: Would extend emergency procurement flexibility provisions for homeland security. $\blacksquare \square$

We thank guest authors for their contributions and views and present these as part of Federal Acquisition Insight for our readers' information

For more information or to submit an article

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